

Administration Committee

2012-12-12 09:45:00.0

Or immediately following the 9:30 a.m. Bay Area Toll Authority (BATA) Oversight Committee Meeting whichever occurs later.

The Administration Committee considers matters relating to MTC administration, budget and agency contracts.

This agenda was updated 2012-12-04 11:35:01.0. It is accurate to the best of our knowledge at that time.

For assistance, please contact Kimberly Ward, kward@mtc.ca.gov, (510) 817-5967

This meeting will be [audiocast](#) on the MTC Web site during the meeting, and an [audio file](#) will be available for approximately one month after the meeting date.

Chair

Dave Cortese

Vice Chair

Scott Wiener

Members

Tom Bates David Campos
Bill Dodd Federal Glover
Steve Kinsey Bijan Sartori

Ex Officio

Adrienne Tissier*** Am
Rein Worth***

Ad Hoc

All Other Commissioners

Staff Liaison

Steve Heminger

1. Confirm Quorum

Consent

2.

Action: Committee Approval

Minutes - November 14, 2012 meeting.*

a)

- [2a Minutes November 2012.pdf](#)

Monthly Financial Statements - October, 2012.*

b) Presented by: Eva Sun

- [2b Monthly Financial Statements.pdf](#)

c) Investment Reports for October 2012.*

Presented by: Sue Woo

• [2c Investment Report.pdf](#)

Contracts - Pavement Management Technical Assistance Program (P-TAP) Round 14.*

- i. Adhara Systems, San Jose, CA (\$284,100)*
- ii. AMS Consulting, Pleasanton, CA (\$303,500)*
- iii. Bellecci Consulting, Concord, CA (\$100,000)*
- iv. Capitol Asset & Pavement Services, Salem, OR (\$348,300)*
- d) v. Harris & Associates, Concord, CA (\$367,600)**
- vi. JG3 Consulting, Heath, OH (\$58,000)*
- vii. Nichols Consulting Engineers, Richmond, CA (\$399,900)*
- viii. Quality Engineering Solutions, Reno, NV (\$65,000)*

Presented by: Amy Burch

• [2d PTAP Round 14.pdf](#)

Memorandum of Agreement - Association of Metropolitan Planning Organizations, San Diego Association of Governments, and Atlanta Regional Commission.* (\$250,000)

e) **Presented by:** David Ory

• [2e MPO.pdf](#)

Resolution No. 1058, Revised - Commission Procedures Manual.*

Revisions to the Commission Procedures Manual to update for new board composition of 18 voting members commencing January 1, 2013 and to conform text to current statutes and practices.

3. **Presented by:** Adrienne Weil

Action: Commission Approval

• [Res 1058 Commission Procedures.pdf](#)

Other Business/Public Comment/Adjournment

4. **Action:** Information

Next meeting

2013-01-09 09:45:00.0

Joseph P. Bort MetroCenter

Lawrence D. Dahms Auditorium

101 Eighth Street

Oakland, California

*Attachment sent to committee members, key staff and others as appropriate. Copies will be available at the meeting.

**All items on the agenda are subject to action and/or change by the Committee. Actions recommended by staff Subject to change by the Committee.

***The MTC chair and vice-chair are ex-officio voting members of all standing committees. A quorum of this committee shall be a majority of its regular non-ex-officio voting members (4)

+Non-Voting member.

Every member of the Commission who is not otherwise designated as a member of this committee is an ad hoc non-voting member. Although a quorum of the Commission may be in attendance at this meeting, the committee may take action only on those matters delegated to it. The committee may not take any action as the full Commission unless this meeting has been previously noticed as a Commission meeting.

The vote of an ex-officio member shall count to satisfy a committee quorum if there are not sufficient regular members of the Committee in attendance. In addition, an ad hoc non-voting committee member may be designated by the committee chairperson as a voting member for this particular committee meeting if an additional voting member is needed for a committee quorum.

Public Comment: The public is encouraged to comment on agenda items at committee meetings by completing request-to-speak card (available from staff) and passing it to the committee secretary. Public comment may be limited by any of the procedures set forth in Section 3.09 of MTC's Procedures Manual (Resolution No. 1058, Revised) if, in the chair's judgment, it is necessary to maintain the orderly flow of business.

Record of Meeting: MTC meetings are recorded. Copies of recordings are available at nominal charge, or recordings may be listened to at MTC offices by appointment. Audiocasts are maintained on MTC's Web site for public review for at least one year.

Transit Access to the MetroCenter: BART to Lake Merritt Station. AC Transit buses: #11 from Piedmont and Montclair; #26 from MacArthur BART; #62 from East or West Oakland; #88 from Berkeley. For transit information from other Bay Area destinations, call 511 or use the 511 Transit Trip Planner at www.511.org to plan your trip.

Parking at the MetroCenter: Metered parking is available on the street. No public parking is provided at the

MetroCenter. Spaces reserved for Commissioners are for the use of their stickered vehicles only; all other vehicles will be towed away.

Accessibility and Title VI: MTC provides services/accommodations upon request to persons with disabilities and individuals who are limited-English proficient who wish to address Commission matters. For accommodations or translations assistance, please call 510.817.5757 or 510.817.5769 for TDD/TTY. We require three working days notice to accommodate your request.

可及性和法令第六章： MTC 根據要求向希望來委員會討論有關事宜的殘疾人士及英語有限者提供服務/方便。要便利設施或翻譯協助者，請致電 510.817.5757 或 510.817.5769 TDD / TTY。我們要求您在三個工作日前告知，以滿足您的要求。

Acceso y el Título VI: La MTC puede proveer asistencia/facilitar la comunicación a las personas discapacitadas y a los individuos con conocimiento limitado del inglés quienes quieran dirigirse a la Comisión. Para solicitar asistencia, por favor llame al número 510.817.5757 o al 510.817.5769 para TDD/TTY. Requerimos que solicite asistencia con tres días hábiles de anticipación para poderle proveer asistencia.

Meeting Conduct: In the event that any public meeting conducted by MTC is willfully interrupted or disrupted by a person or by a group or groups of persons so as to render the orderly conduct of the meeting unfeasible, the Chair may order the removal of those individuals who are willfully disrupting the meeting. Such individuals may be subject to arrest. If order cannot be restored by such removal, the members of the committee may direct that the meeting room be cleared (except for representatives of the press or other news media not participating in the disturbance), and the session may continue on matters appearing on the agenda.